



**BILLING CODE 4165-15-P**

## **DEPARTMENT OF HEALTH AND HUMAN SERVICES**

### **Health Resources and Services Administration**

#### **Statement of Organization, Functions and Delegations of Authority**

This notice amends Part R of the Statement of Organization, Functions and Delegations of Authority of the Department of Health and Human Services (HHS), Health Resources and Services Administration (HRSA) (60 FR 56605, as amended November 6, 1995; as last amended at 77 FR 7594–7595 dated February 13, 2012).

This notice reflects organizational changes in the Health Resources and Services Administration. Specifically, this notice updates the functional statement for the Maternal and Child Health Bureau (RM): (1) Establish the Office of Policy Coordination (RM10); (2) establish the Office of Epidemiology and Research (RM9); (3) within the Office of Epidemiology and Research, establish the Division of Research (RM91) and the Division of Epidemiology (RM92); (4) rename the Division of Research, Training and Education (RM4) to the Division of Maternal and Child Health Workforce Development (RM4); and (5) transfer the research function from the

newly named Division of Maternal and Child Health Workforce Development (RM4) to the newly established Office of Epidemiology and Research (RM9).

## **Chapter RM – Maternal and Child Health Bureau**

### **Section RM-10, Organization**

Delete in its entirety and replace with the following:

The Maternal and Child Health Bureau (RM) is headed by the Associate Administrator, Maternal and Child Health Bureau (MCHB), who reports directly to the Administrator, Health Resources and Services Administration. MCHB includes the following components:

- (1) Office of the Associate Administrator (RM);
- (2) Office of Operations and Management (RM1);
- (3) Division of Services for Children with Special Health Needs (RM2);
- (4) Division of Child, Adolescent and Family Health (RM3);
- (5) Division of Maternal and Child Health Workforce Development (RM4);
- (6) Division of Healthy Start and Perinatal Services (RM5);
- (7) Division of State and Community Health (RM6);
- (8) Division of Home Visiting and Early Childhood Systems (RM8);
- (9) Office of Epidemiology and Research (RM9); and

(10) Office of Policy Coordination (RM10).

## **Section RM-20, Functions**

(1) Delete the functional statement for the Maternal and Child Health Bureau (RM) and replace in its entirety.

### **Office of the Associate Administrator (RM)**

The Office of the Associate Administrator (OAA) provides national leadership and policy direction for Maternal and Child Health Bureau (MCHB) programs. These programs are designed to improve the health of women of childbearing age, infants, children, adolescents and their families, children with special health needs, and persons with hemophilia. Specifically, OAA: (1) coordinates the planning, development, implementation, and evaluation of the programs and activities of the Bureau; (2) facilitates effective, collaborative relationships with other health and related programs; (3) establishes a program mission, goals, objectives, and policy with broad Administration guidelines; (4) serves as the focal point for managing the Bureau-wide strategic planning operation as it relates to long and short range programmatic goals and objectives for the Bureau; (5) arranges and provides technical assistance to assure that the grantees meet program expectations; (6) serves as principal contact point to HRSA, the Department, Office of Management and Budget (OMB), and the White House on matters concerning the health status of America's mothers and children; and (7) provides information and reports on the Bureau's programs to public, health, education and related professional

associations, Congress, other Federal agencies, OMB, and the White House.

### **Office of Operations and Management (RM1)**

The Office of Operations and Management (OOM) plans, directs, coordinates, and evaluates Bureau-wide administrative and management activities; coordinates and monitors program and administrative policy implementation, and maintains close liaison with officials of HRSA and the Office of the Secretary on matters relating to these activities. Specifically, OOM: (1) serves as the Associate Administrator's and Bureau's principal source for management and administrative advice and assistance; (2) provides or serves as liaison for program support services; (3) provides leadership on intergovernmental activities of the Bureau which requires administrative direction or intergovernmental activities of the Bureau, requiring central direction of cross-cutting administrative issues affecting program activities; (4) participates in the development of strategic plans, regulatory activities, policy papers, and legislative proposals relating to MCH programs; (5) plans, coordinates and facilitates the Bureau's Agency agreement activities; (6) coordinates human resource activities for the Bureau; (7) provides guidance to the Bureau on financial management activities; (8) determines State allocations of MCH Block Grant funds based on formula and current census data; (9) provides organization and management analysis, develops policies and procedures for internal operation, and interprets and implements the Administration's management policies, procedures and systems; (10) coordinates the Bureau's program and administrative delegations of authority activities; (11) provides staff services in operation planning and program analysis; (12) is responsible for paperwork management functions, including the development and maintenance of Bureau manual issuances;

(13) provides direction regarding new developments in office management activities; and (14) coordinates Bureau funds and resources for grants, contracts and cooperative agreements.

### **Division of Services for Children with Special Health Needs (RM2)**

The Division of Services for Children with Special Health Needs (DSCSHN) provides national leadership in planning, directing, coordinating, monitoring, and evaluating national programs focusing on the promotion of health and prevention of disease among children with special health care needs (CSHCN) and their families, with special emphasis on the development and implementation of family-centered, comprehensive, care-coordinated, community-based and culturally competent systems of care for such populations. Specifically, DSCSHN carries out the following activities: (1) administers a program that supports the development of systems of care and services for CSHCN and their families; (2) develops policies and guidelines and promulgates standards for professional services and effective organization and administration of health programs for CSHCN and their families; (3) accounts for the administration of funds and other resources for grants, contracts and programmatic consultation and assistance; (4) coordinates with other MCHB Divisions and Offices in promoting program objectives and the mission of the Bureau; (5) provides consultation and technical assistance to State programs for CSHCN and to local communities, consistent with a Bureau-wide technical assistance consultation plan and in concert with other agencies and organizations; (6) provides liaison with public, private, professional and voluntary organizations on programs designed to improve services for CSHCN and their families; (7) develops and implements a national program for those at risk or living with genetic diseases, including a national program for persons with hemophilia, implementing a

system of demonstration projects related to early identification, referral, treatment, education, and counseling information; (8) coordinates within this Agency and with other Federal programs (particularly Title XIX of the Social Security Act, Supplemental Security Income, Individuals with Disabilities Education Act, and others) to extend and improve comprehensive, coordinated services and promote integrated State-based systems of care for CSHCN, including those with genetic disorders, and their families; (9) promotes the dissemination of information on preventive health services and advances in the care and treatment of CSHCN, including those with genetic disorders, and their families; (10) participates in the development of strategic plans, regulatory activities, policy papers, legislative proposals, and budget submissions relating to health services for CSHCN, including those with genetic disorders, and their families; (11) participates in the development of interagency agreements concerning Federal assignees to State MCHB programs; (12) carries out a national program on traumatic brain injury; and (13) administers funds and other resources for grants, contracts, and cooperative agreements.

### **Division of Child, Adolescent and Family Health (RM3)**

The Division of Child, Adolescent and Family Health provides national leadership in planning, directing, coordinating, monitoring, and evaluating national programs focusing on the promotion of health and prevention of disease and injury among children, adolescents, young adults and their families with special emphasis on the development and implementation of family-centered, comprehensive, coordinated, community-based and culturally competent systems of care for such populations. Specifically, the Division: (1) administers a program which supports the development of systems of care and services for children, adolescents, young adults and their

families; (2) develops policies and guidelines and promulgates standards for professional services and effective organization and administration of health programs for children, adolescents, young adults and their families; (3) accounts for the administration of funds and other resources for grants, contracts, and programmatic consultation and assistance; (4) coordinates with MCHB Divisions and Offices in promoting program objectives and the mission of the Bureau; (5) serves as the focal point within the Bureau in implementing programmatic statutory requirements for State programs for children, adolescents, young adults and their families; (6) provides consultation and technical assistance to State programs for children, adolescents, young adults and their families and to local communities, consistent with a Bureau-wide technical assistance consultation plan, working with other agencies and organizations; (7) provides liaison with public, private, professional and voluntary organizations on programs designed to improve services for children, adolescents, young adults and their families; (8) carries out a national program supporting Child Death Review systems; (9) carries out a national program on school health activities; (10) carries out a national program designed to improve the provision of emergency medical services for children; (11) carries out a national program designed to improve the provision of oral health services for children; (12) carries out a national program on injury prevention for children and adolescents; (13) coordinates within this Agency and with other Federal programs (particularly Title XIX of the Social Security Act) to extend and improve comprehensive, coordinated services and promote integrated State-based systems of care for children, adolescents, young adults and their families; (14) disseminates information on preventive health services and advances in the care and treatment of children, adolescents, young adults and their families; (15) participates in the development of strategic plans, regulatory activities, policy papers, legislative proposals, and budget submissions relating to health services

for children, adolescents, young adults and their families; and (16) administers funds and other resources for grants, contracts, and cooperative agreements.

#### **Division of Maternal and Child Health Workforce Development (RM4)**

The Division of Maternal and Child Health Workforce Development provides national leadership in planning, directing, coordinating, monitoring, and evaluating national programs related to professional and public education activities and training, focusing on the promotion of health and prevention of disease among women of reproductive age, infants, children, adolescents and their families, with special emphasis on the development and implementation of family-centered, comprehensive, care-coordinated, community-based and culturally competent systems of care for such populations. Specifically, the Division carries out the following activities: (1) administers a program which supports the development of systems of care and services for children and their families; (2) develops policies and guidelines and promulgates standards through professional and public education and training activities for the Bureau; (3) plans, implements, and administers a program of professional education and training designed to improve the promotion of health and prevention of disease among infants, children, adolescents, and children with special health needs; (4) provides grants to institutions of higher learning, provides support for the education and training of health professionals designed to promote health and prevent disease among infants, children, adolescents, and children with special health care needs; (5) develops, coordinates and implements systematic technical assistance and consultation on professional training strategies to State and local agencies and organizations or groups concerned with the promotion of health and prevention of disease among infants,



children, adolescents, and children with special health care needs; (6) provides support, through grants and contracts, for community demonstration projects (e.g. Healthy Tomorrows Partnership for Children Projects) that support the development of family-centered, community-based initiatives that foster collaboration among community organizations, individuals, agencies, businesses, health professionals and families; (7) accounts for the administration of funds and other resources for grants, contracts, cooperative agreements and programmatic consultation and assistance; (8) coordinates with other MCHB Divisions and Offices in promoting program objectives and the mission of the Bureau; (9) provides liaison with public, private, professional and voluntary organizations on programs and activities; and (10) disseminates information on professional and public education and training activities to States and localities.

#### **Division of Healthy Start and Perinatal Services (RM5)**

The Division of Healthy Start and Perinatal Services provides national leadership in planning, directing, coordinating, monitoring, and evaluating national programs focusing on maternal, infant, family, and women's health to improve and strengthen the awareness of, access, delivery, quality, coordination and evidence-based services for targeted populations, especially for the vulnerable and those at high-risk for poor health and health outcomes. The Division strives to eliminate health disparities and provide high quality continuous health care, including health promotion and disease prevention, throughout the lifespan of women and their families from infancy to preconception, prenatal, postpartum, and inter-conception through support of local, State, and national innovative, evidenced-based projects of health promotion and risk reduction. Specifically, the Division is responsible for the following activities: (1) administers local, State, and national programs on

perinatal and women's health with an emphasis on infant mortality reduction and eliminating disparities in perinatal infant, maternal and women's health outcomes; (2) provides policy direction, technical assistance, national resource development and dissemination; professional consultation and development to address national trends in maternal, infant, family, and women's health status and gaps in the evidence-based healthcare services for these populations as well as Division programs; (3) accounts for the administration of funds and other resources for grants, contracts and programmatic consultation and assistance; (4) coordinates with Bureau, Agency, departmental, and intra-departmental initiatives in promoting Division's programs objectives and the mission of the Bureau; (5) serves as the focal point within the Agency, and frequently the Department on programmatic infant, maternal, and women's health initiatives; (6) coordinates the Advisory Committee on Infant Mortality; (7) provides liaison with public, private, professional and non-governmental organizations for Division programs; (8) disseminates information on Division programs to the local, State, and national audiences; (9) participates in the development of strategic plans, health services research and evaluation, regulatory activities, policy papers, legislative proposals, and fiscal strategic planning, administration, and analysis relating to Division programs; (10) provides leadership, technical assistance and professional consultation to Central and Regional Office staff of the Bureau, Agency, Department, other Federal agencies, students and allied groups to improve services; and (11) administers funds and other resources for grants, contracts, and cooperative agreements.

#### **Division of State and Community Health (RM6)**

In collaboration with MCHB Divisions and Offices, the Division of State and Community Health (DSCH) serves as the organizational focus for the administration of responsibilities related to the

Maternal and Child Health (MCH) Block Grant to States Program. Specifically, DSCH: (1) works in partnership with States, primarily through the Title V Block Grant, communities, and grantees to assure continued improvement in the health, safety and well-being of the MCH population; (2) provides national leadership, direction, coordination, and administrative oversight related to the development and management of the State MCH Block Grant applications and the annual reports; (3) based on independent and high quality evaluations and reviews, which includes the tracking of State progress in meeting performance objectives, develops, plans, manages, and monitors a Bureau-wide program of technical assistance and consultation in collaboration with other Bureau Divisions and related health programs; (4) develops and manages an online information system to facilitate the collection, analysis and dissemination of national and State performance, program and financial State Title V information and data to various constituencies including the public, States, and Congress about the Block Grant to States Program; (5) coordinates within this Agency and with other Federal programs (particularly Title XIX of the Social Security Act) to extend and improve comprehensive, coordinated services in the Block Grant to States Program; (6) develops, plans, manages, and monitors the State Systems Development Initiative (SSDI) grant to the States' program; (7) develops, plans, manages and monitors contracts, grants, and cooperative agreements, including the Partnership for State Title V MCH Leadership Community, Partnership for Urban MCH Leadership Community, and State Public Health Coordinating Center for Autism Cooperative Agreements; (8) participates in the development of strategic plans, regulatory activities, policy papers, legislative proposals and budget submissions relating to health services for women of childbearing age, infants, children, adolescents, children with special health care needs and their families; and (9) develops guidance and reporting forms for the State Title V MCH Block Grant Applications/Annual Reports and

Five-Year Needs Assessments and other discretionary grants and cooperative agreements.

### **Division of Home Visiting and Early Childhood Systems (RM8)**

The Division of Home Visiting and Early Childhood Systems plans, develops, implements, directs, monitors, and evaluates national programs to promote, improve, and maintain the health and development of young children (through 8 years of life) and their families. Specifically, the Division conducts the following activities: (1) serves as a national focus for leadership in and coordination of Federal, regional, State, local, and non-governmental efforts to define the health and development issues of young children and their relationship to the family to identify problems and opportunities and assist in the development of programs that address such problems and promote opportunities to enhance wellness; (2) develops, interprets, and/or disseminates policies, regulations, standards, guidelines, new knowledge and program information for the various programs and relevant services; (3) establishes and maintains cooperative relationships within this Agency, with other Federal agencies, and with other relevant public and private organizations to extend and improve health, safety, research, educational and training programs focused on young children and their families; (4) carries out, in collaboration with the Administration for Children and Families, a national maternal, infant and early childhood home visiting program; (5) administers and manages a program of grants and contracts that will enhance services to improve and promote the health and safety of young children and their families; (6) coordinates within this Agency and with other Federal programs to extend and improve comprehensive coordinated services and promote integrated state-based systems of care for this population; and (7) provides technical assistance and professional

consultation to field and headquarters staff, to State and local health personnel, to other Federal agencies, and to voluntary and professional organizations on all aspects of health and safety and provision of appropriate care for this population.

### **Office of Epidemiology and Research (RM9)**

The Office of Epidemiology and Research provides leadership in the following two areas: (1) identifies and analyzes data needs and utilizes and implements a data strategy and program focusing on the promotion of health and prevention of disease among women of reproductive age, infants, children, adolescents and their families with special emphasis on the development and implementation of family centered, comprehensive, coordinated care, community-based and culturally competent systems of care for such populations, and (2) plans, directs, coordinates, and monitors national maternal and child health research programs.

The Office has oversight responsibility and coordinates the work of the Division of Research, and the Division of Epidemiology. Specifically the Office: (1) provides a central location for all MCH Data and Research; (2) administers funds and other resources for grants, contracts, and cooperative agreements; (3) provides MCHB leadership in assisting in the development of the National Survey on Child Health and the National Survey on Children with Special Health Needs; (4) coordinates the Health Information Technology efforts of the Bureau; and (5) disseminates information on data collection and analysis on women of childbearing age, infants, children and children with special health care needs.

### **Division of Research (RM91)**

The Division of Research provides national leadership in identifying, analyzing, and responding to the need for the development of new knowledge through research projects of regional and national significance relating to the promotion of health and prevention of disease among infants, children, adolescents, women, children with special health care needs, and their families.

Specifically, the Division conducts the following activities: (1) plans, implements, and administers a program of research activities designed to improve the promotion of health and prevention of disease among the MCH population; (2) develops, coordinates and implements systematic technical assistance and consultation on research to State and local agencies and organizations or groups concerned with the promotion of health and prevention of disease among the MCH population; (3) supports research studies related to the promotion of health and prevention of disease among the MCH population; and (4) provides through grants and contracts, support for applied research projects and research networks designed to advance the knowledge for the promotion of health and prevention of disease among the MCH population.

### **Division of Epidemiology (RM92)**

The Division of Epidemiology provides national leadership in identifying and analyzing data need and develops and implements a data strategy and program focusing on the promotion of health and prevention of disease among women of reproductive age, infants, children, adolescents and their families with special emphasis on the development and implementation of family centered, comprehensive, coordinated care, community-based and culturally competent

systems of care for such populations. Specifically, the Division carries out the following functions: (1) builds data capacity at the national, state, and local levels through grants, cooperative agreements and contracts, and supports a broad range of data collection, analyses and projects designed to improve the health status of infants, children, adolescents, and CSHCN; (2) develops and coordinates a series of programs to strengthen the present and future capacity in MCH epidemiology; (3) plans, implements and monitors a system of placement of Federal employees assigned to State health agencies; (4) coordinates and monitors the placement of Centers for Disease Control and Prevention sponsored epidemiologists in State agencies; and (5) provides for data program coordination at all levels of Bureau program operations through analyses of program data, trends and other issues concerning scientific and policy matters, the provision of health services and data and information related to the promotion of health and prevention of disease among infants, children, adolescents, and CSHCN.

#### **Office of Policy Coordination (RM10)**

The Office of Policy Coordination serves as the Bureau focal point for the management of the planning, evaluation, legislation, and legislative implementation activities, including the development, coordination, and dissemination of program objectives, policy positions, reports and strategic plans. Specifically, the Office develops, coordinates, and maintains a data and information system designed to improve implementation of Title V and other Bureau programs and develops, coordinates, and implements systematic technical assistance and consultation on data and information systems and evaluation approaches to State and local agencies and organizations or groups concerned with infants, children, adolescents, and CSHCN. In addition,

the Office carries out the following program development functions: (1) advises and assists the Associate Administrator for Maternal and Child Health and other Bureau staff in the development, coordination and management of strategic planning and policy documents, responses to departmental and HRSA initiatives, and information papers to support Bureau and Administration goals; (2) interprets evaluation requirements and develops, coordinates, and manages the preparation of the annual evaluation plans and activities, and conducts or contracts for specific evaluation projects related to the performance of MCHB programs; (3) develops, coordinates, and manages Bureau activities related to the development, clearance, and dissemination of Federal Register notices, guidelines, Federal Opportunity Notices, final grant reports, and periodic and annual reports to other Federal and non-Federal agencies; (4) participates in the development of the Annual Online Performance Appendix and assures the Bureau fulfills the Department of Health and Human Services' performance planning and reporting requirements; (5) coordinates activities closely and continuously with the HRSA Office of Planning, Analysis and Evaluation and the MCHB Divisions and Offices in promoting program objectives and the mission of the Bureau; (6) provides liaison with public, private, professional, and voluntary organizations on programs related to MCHB planning and legislative issues; and (7) performs the Executive Secretariat function for the Bureau, controlling correspondence and clearing policy documents as appropriate.

#### **Section RM-30, Delegations of Authority**



All delegations of authority and re-delegations of authority made to HRSA officials that were in effect immediately prior to this reorganization, and that are consistent with this reorganization, shall continue in effect pending further re-delegation.

This reorganization is effective upon date of signature.

February 24, 2012

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Date

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Mary K. Wakefield,

Administrator

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